



HuMUS Open Call for Pilot Proposals

Annex H. Guidelines on how to use the ANCI Toscana / Goodgrants™ proposal submission platform

The HuMUS electronic submission system made available at the ANCI Toscana / Goodgrants™ platform, (see <https://anci-toscana.grantplatform.com/>) is the only valid means for submitting applications under the provisions of this Call.

Therefore, it is highly recommended to read this document carefully before starting to use the platform.

In this Annex, applicants will find instructions on how to register, log in, and fill the required information into the system, which will be open from **1 December 2023 at 12:00 CET (Brussels time) to 29 February 2024 at 17:00 CET (Brussels time)**.

During the period of time between the launch of the Call on 6 November 2023 and the opening of the electronic submission system, interested participants may use the courtesy application form (Annex A to the Call) to prepare all the needed contents to be uploaded at a later stage.

To finalise their application, participants will also have to upload to the system the following documents, without any of which the proposal will be declared not admissible:

- 1) Detailed Costs Breakdown (Annex B)
- 2) Signed Declaration of honour (Annex F)
- 3) Signed Privacy Statement (see Annex E)
- 4) Copy of the applicant's statute and/or law of establishment (in the original language), accompanied by a short summary in English.

Once ready, applicants may click "Submit" on the platform. Notification of reception will be immediate. Additionally, **they will be able to make changes and updates to a submitted proposal or its annexes until the Call deadline**, after which the platform will be closed. Based on the automatic time stamp, only the latest editions of received documents will be evaluated.



Applicants remain solely responsible, for completing all required fields of the proposal (Annex A) according to the Call provisions.

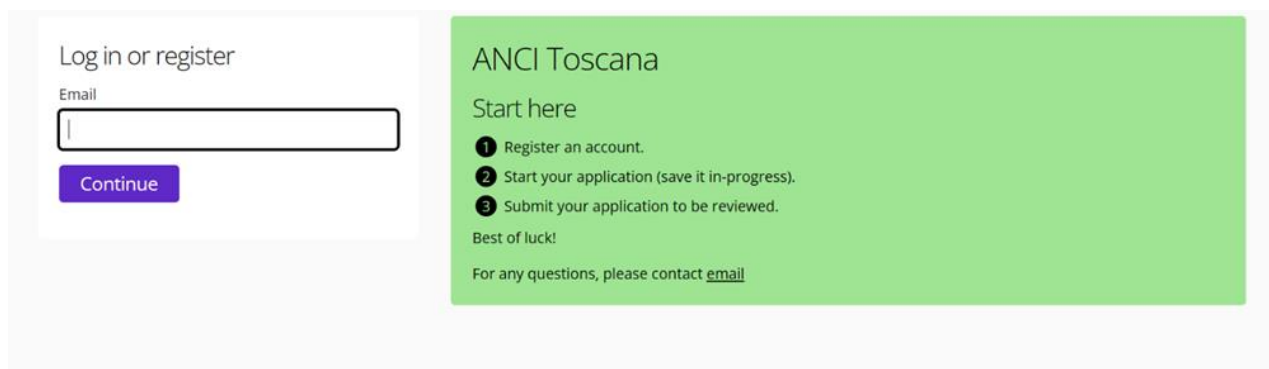
Technical information and system requirements

GoodGrants™ is a web application which can be accessed with recent versions of most common browsers (e.g. Google Chrome, Safari, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.

Access and registration

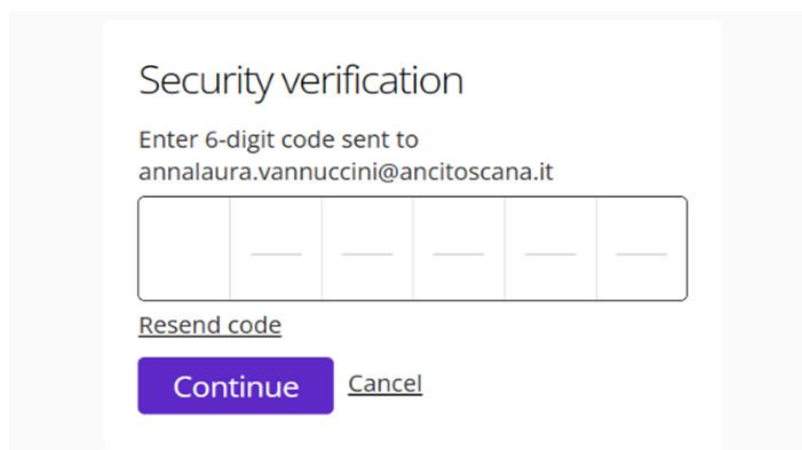
The HuMUS electronic submission system can be accessed at the following link: <https://anci-toscana.grantplatform.com/>

To use it, each applicant (or candidate) must first register by clicking on **“Log in or register”** on the platform homepage and provide a valid email address as shown below.



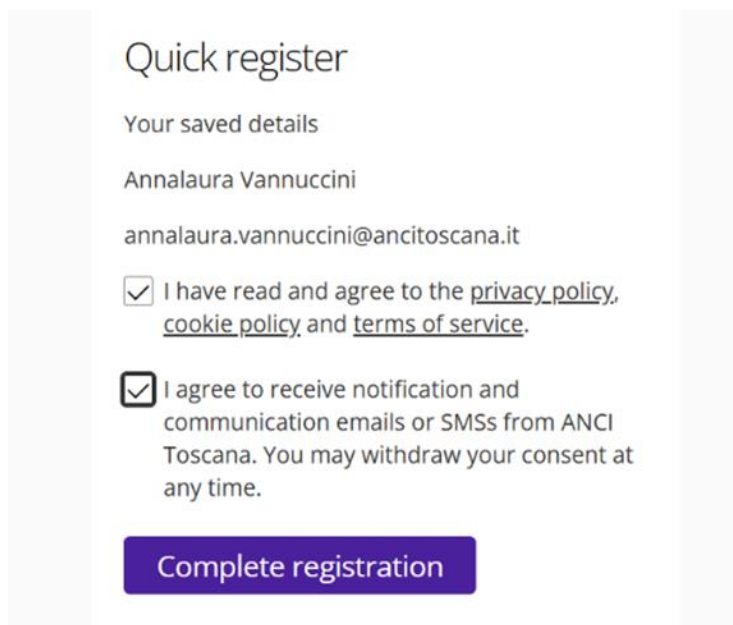
The screenshot shows a web interface for 'Log in or register'. On the left, there is a form with an 'Email' label and a text input field. Below the input field is a purple 'Continue' button. On the right, there is a green box with the title 'ANCI Toscana' and the heading 'Start here'. Below this heading is a numbered list of three steps: 1. Register an account, 2. Start your application (save it in-progress), and 3. Submit your application to be reviewed. Below the list, it says 'Best of luck!' and 'For any questions, please contact [email](#)'.

Once you have entered your email address, you'll be asked to enter the 6-digit code sent to you for security verification, as in the screenshot below.



The screenshot shows a 'Security verification' page. It asks the user to 'Enter 6-digit code sent to annalaura.vannuccini@ancitoscana.it'. Below this text is a form consisting of six empty boxes for entering the digits. Below the form is a link for 'Resend code'. At the bottom, there are two buttons: a purple 'Continue' button and a 'Cancel' link.

Once you have entered the code correctly you will have to accept the cookie policy, the terms of service and agree to receive notification and communication emails or SMSs from ANCI Toscana, as in the following screenshot:



Quick register

Your saved details

Annalaura Vannuccini

annalaura.vannuccini@ancitoscana.it

I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#).

I agree to receive notification and communication emails or SMSs from ANCI Toscana. You may withdraw your consent at any time.

Complete registration

Then a self-registration form will appear on the homepage containing the minimum system fields required for user accounts of any type:

- First name
- Last name
- Email address and/or mobile number
- Password

Any user can modify the automatically generated password by clicking on her/his name in the upper right corner of the screen.

A password recovery link (“Forgot password”) is also available on the homepage.

Please note: it is not obligatory that the registration is done by the legal representative, any person with the power of interacting with ANCI Toscana for the purposes of this Call can validly register. However, only one person per application will be enabled to operate with a user account. Changing the identity of the contact person will imply the restart of all activities and the cancellation of what was already done.

Filling in the application form

At the top right of the screen, a timer is displayed, indicating the remaining time for a valid submission of your candidature. It will be your responsibility to ensure that you have completed all required sections and submitted your candidature before the deadline.

Any attempt to submit a candidature after the deadline will be blocked by the system.

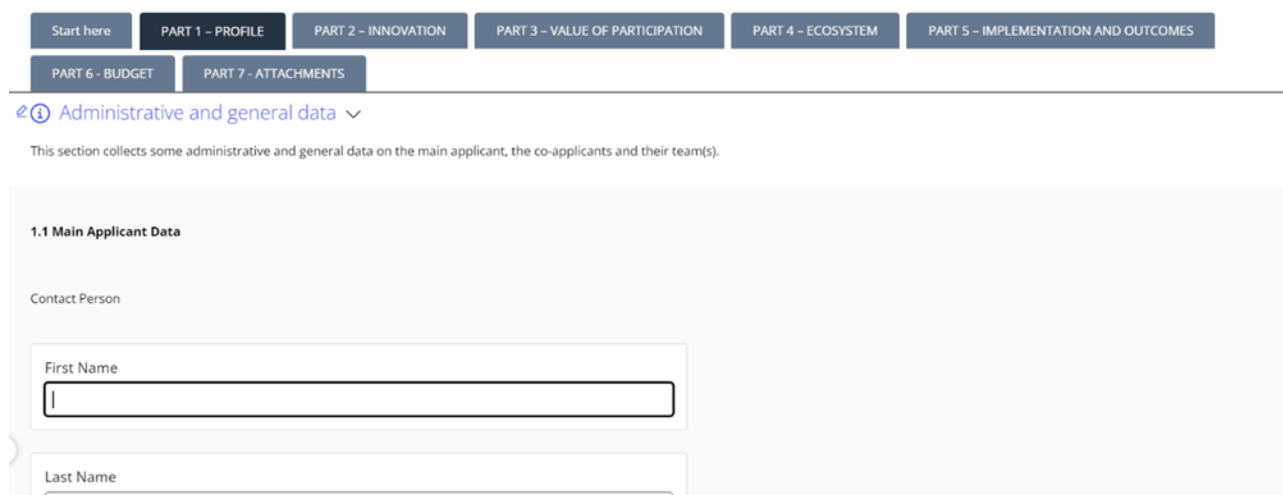
We encourage all candidates to finalise their submissions well in advance to prevent any last-minute issues.

To create your application, first you should click on **“START APPLICATION”** under the **section “HuMUS”** of your dashboard, which has the same structure as Annex A to the HuMUS call for pilot proposals.

The menu of the application form looks as follows:

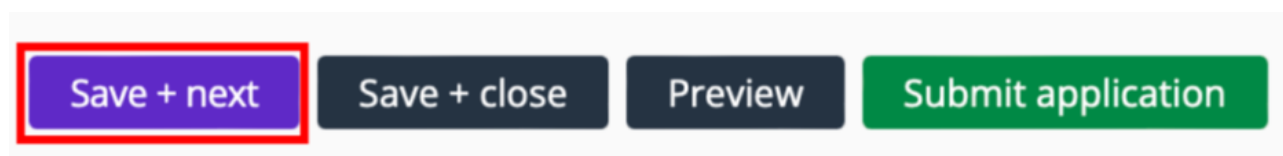
[Manage applications](#) → [HUMUS](#) → [Start application](#)

All questions must be answered, unless marked optional.



The screenshot shows a navigation menu with buttons for 'Start here', 'PART 1 - PROFILE', 'PART 2 - INNOVATION', 'PART 3 - VALUE OF PARTICIPATION', 'PART 4 - ECOSYSTEM', 'PART 5 - IMPLEMENTATION AND OUTCOMES', 'PART 6 - BUDGET', and 'PART 7 - ATTACHMENTS'. Below the menu is a section titled 'Administrative and general data' with a dropdown arrow. A sub-section '1.1 Main Applicant Data' is visible, containing a 'Contact Person' label and two input fields: 'First Name' and 'Last Name'. The 'First Name' field contains a single character 'I'.

Once you have entered the information required in every section, please click on the button **“Save + next”**, as in the screenshot below, to be transferred to the next section or part.



The screenshot shows four buttons: 'Save + next' (highlighted with a red border), 'Save + close', 'Preview', and 'Submit application'.

Or click on the button **“Save + close”** to save the information entered and continue filling the application at a later stage, as in the screenshot below.



Please note that the GoodGrants™ platform does not auto-save, so please make sure to save your progress frequently to avoid any loss of information.

Uploading the documents supporting the candidature

Once you have entered all the required information in each section or part, please click on the button **“Save + next”**, to be transferred to the sections entitled “Budget” and “Attachments” and upload the requested documents. Each document must be uploaded using the “Drag and Drop” or the “Select file” function, as in the following screenshots:

Please note that the **max. size of each document is 10 MB**. In case of you needing to upload multiple files, you are requested to merge them into a single document, preferably in PDF version.

In the last two sections or parts, you will be asked to upload files corresponding to the following annex and documents:

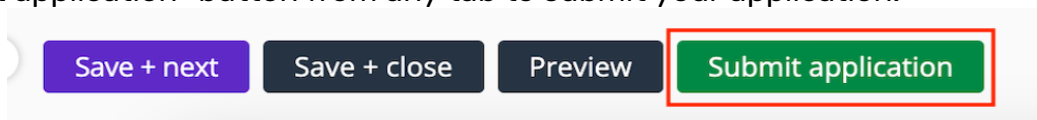
- **Annex B:** Detailed Breakdown of planned costs
Only the main applicant (single or leader of a joint application) is requested to upload the Detailed Costs Breakdown including the costs of all the co-applicants.
- **Annex E:** Signed Privacy Statement
Single applicants are requested to upload the Signed Privacy Statement signed by the legal representative. The main applicant of a joint proposal is requested to also upload the Signed Privacy Statements of each co-applicant.
- **Annex F:** Declaration of Honour
Single applicants are requested to upload the Declaration of Honour signed by the legal representative. The main applicant of a joint proposal is requested to also upload the Declarations of Honour of each co-applicant.
- A **copy of the applicant's statute** and/or **law of establishment** (in the original language), accompanied by a **short summary in English**.
Only the main applicant (single or leader of a joint application) is requested to include here the mentioned documentation.

The corresponding templates are available in the HuMUS call text, and a downloadable version in the HuMUS call webpage (<https://humus-project.eu/open-call/>).

Please, do not forget to save the attachments, by clicking on the button “Save + next” or “Save + close”.

Submission and update of the proposal

Once all required fields have been completed within an application, you can click the “Submit application” button from any tab to submit your application.



Please note that updates to a submitted proposal or its annexes are allowed until the Call deadline. Only the latest editions of the documents will be evaluated.

Technical assistance and FAQs

Should you encounter any technical issues or require clarifications on the application process, please reach out to our support team via the contact email provided on the platform, or the HuMUS contact: info@humus-project.eu.

You can also take advantage of the dedicated page on the HuMUS’s official website: <https://humus-project.eu/faq/>.